



Administration for Children and Families

Administration on Children, Youth and Families

Street Outreach Program

HHS-2016-ACF-ACYF-YO-1124

Application Due Date: 07/05/2016

Street Outreach Program
HHS-2016-ACF-ACYF-YO-1124
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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau
Funding Opportunity Title: Street Outreach Program
Announcement Type: Initial
Funding Opportunity Number: HHS-2016-ACF-ACYF-YO-1124
Primary CFDA Number: 93.557
Due Date for Applications: 07/05/2016

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

The Administration for Children and Families (ACF), Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) supports organizations and communities that work every day to put an end to youth homelessness, adolescent pregnancy, and domestic violence. FYSB's Runaway and Homeless Youth (RHY) program is accepting applications for the Street Outreach Program (SOP). The purpose of the SOP is to provide prevention services to runaway, homeless, and street youth who have been subjected to or are at risk of being subjected to sexual abuse, prostitution, sexual exploitation, and severe forms of trafficking in persons.

I. Program Description

Statutory Authority

Grants for Runaway and Homeless Youth Street Outreach Programs are authorized by section 351 of the Runaway and Homeless Youth Act, 42 U.S.C. § 5714-41, as amended by the Reconnecting Homeless Youth Act of 2008, Public Law (Pub. L.) 110-378 (October 8, 2008), and the Justice for Victims of Trafficking Act of 2015, Pub. L. 114-22 (May 29, 2015). Text of this legislation can be located at <https://www.acf.hhs.gov/programs/fysb/resource/rhy-act>.

Description

BACKGROUND

Administration on Children, Youth, and Families Runaway Homeless Youth Programs

ACYF is committed to facilitating healing and recovery and promoting the social and emotional well-being of children, youth, and families, who have experienced neglect, exposure to violence, sexual victimization, sexual exploitation, severe forms of trafficking, and/or trauma. Awards governed by this funding opportunity announcement (FOA) and other discretionary spending this fiscal year are designed to ensure that evidenced-informed prevention and interventions strategies are in place for runaway, homeless, and street youth to minimize the sexual victimization of youth, to identify victims of human trafficking, and to build skills that contribute to the healthy, positive, and productive functioning of children and the healthy transition of youth into adulthood.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children, youth, and families. Efforts to address the impact of trauma are essential in cultivating social and emotional well-being; therefore, the RHY Program promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, and the behavioral and mental health consequences of trauma.

FYSB continues supporting projects to increase sexual exploitation prevention and intervention within RHY programs. These ongoing efforts seek to minimize sexual exploitation and trafficking incidents among runaway, homeless, and street youth and equip programs with the necessary tools to serve and identify youth who are victims or at risk of becoming victims.

Street Outreach Program

Every day, in communities across the country, young people run from or are asked to leave homes, some of which are characterized by physical, sexual, or emotional abuse; neglect; rejection; or parental substance use. Once on the streets, these young people often lose touch with the caring adults in their extended families, schools, and communities that can help and protect them. As a result, they frequently fall victim to sexual exploitation, physical or sexual assault, weapons assault, robbery, gang activity, and human trafficking. The longer they are exposed to the streets, the more likely they are to fall victims of these crimes and victimization.

Lacking access to jobs, transportation, or housing and often sleeping out in the open or in places that are not safe or appropriate, runaway and homeless youth living on the streets may become acculturated to street life and turn to drugs and alcohol as a means of coping. They disproportionately suffer from serious health, behavioral, and emotional problems, including depression and anxiety and, if pregnant or parenting, their children also may suffer long-term health consequences. Often, youth living on the streets are forced to trade sex with an adult in exchange for something of value (i.e., shelter, food, ride, money). Some others become victims of labor trafficking and other types of sexual exploitation.

Since 1994, projects funded by the Education and Prevention Grants to Reduce Sexual Abuse of Runaway, Homeless, and Street Youth, also known as SOP, have provided services to youth living on the streets and in unstable situations by reaching out to where they are. SOPs projects aim to increase young people's personal safety, well-being, and self-sufficiency, and help them build permanent connections with caring adults and community members with the goal of getting them off the streets. SOP also responds to the needs of youth victims of severe forms of human trafficking by identifying and building rapport to meet their basic needs and connecting them with comprehensive services.

Funded projects operate within a framework of trauma-informed care, victim-centered services, positive youth development, and evidence-informed practices to help youth connect with shelter/housing, education, caring adults, communities, and other appropriate services.

For the purpose of this announcement, the SOP age guidance is youth less than 21, except in the case of the youth seeking services under Part B of the Transitional Living Program (TLP) which is a youth less than 22 years of age.

Background on Human Trafficking

In 2000, Congress passed, and President Clinton signed into law, the Trafficking Victims Protection Act (TVPA), (Division A of Pub.L.106-386) , which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013. Under subsection 22 USC 7102 (14) a victim of a severe form of human trafficking is defined as a person who has been subjected to a severe form of trafficking in persons, which means:

- a) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- b) The recruitment, harboring, transportation, provision or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

If a person younger than 18 is induced to perform a commercial sex act, it is considered a crime regardless of whether there is any force, fraud, or coercion. Homeless youth who are forced to trade sexual acts with an adult in exchange for something of value (i.e., shelter, food) are considered victims of domestic sex trafficking.

To further address the issue of human trafficking in the United States, Congress passed and President Obama signed into law the Justice for Victims of Trafficking Act of 2015 (JVTA) (Pub. L. 114-22). Section 201 of the JVTA amended the Runaway and Homeless Youth Act. Specifically, section 351(a) of the Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.) is amended by striking or sexual exploitation and inserting sexual exploitation, severe forms of trafficking in persons (as defined in section 103(9) of the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7102 (9)), or sex trafficking (as defined in section 103(10) of such Act (22 U.S.C. 7102 (10))).

PURPOSE AND SCOPE

The primary purpose of the SOP is to provide street-based services to runaway, homeless, and street youth who have been subjected to, or are at risk of being subjected to, sexual abuse,

prostitution, sexual exploitation, and severe forms of trafficking in persons. The scope of work is to include outreach, prevention, individualized assessment, service linkages, case planning, and follow-up for youth.

FYSBs intent is to increase young peoples personal safety, social and emotional well-being, self-sufficiency, and to help them build permanent connections with families, communities, schools, and other positive social networks. In addition, FYSB seeks to reduce sexual exploitation and human trafficking incidents among at-risk, runaway, and homeless youth. Therefore, FYSB supports projects that:

- Implement outreach intervention strategies to keep youth safe and help them leave the streets;
- Provide approaches to identify and minimize sexual exploitation and human trafficking situations;
- Coordinate and sustain partnerships to expand access to services to respond to the needs of youth homelessness;
- Establish and/or strengthen the integration of comprehensive services that provide protective factors;
- Provide preventive services that enhance protective factors, such as connection to schools, vocational services, friends, and caring adults; and
- Identify and provide services to youth who are victims of any type of sexual victimization and severe forms of human trafficking.

DEFINITIONS

AFTERCARE SERVICES: Transitional guidance to help maintain and sustain the provision of support for the holistic well-being of RHY. (For purposes of this announcement.)

CRISIS STABILIZATION SERVICES: Services such as screening, assessment and intensive case management to assure that youth receive assistance with emotional and behavioral health challenges while developing a plan for permanency. (For purposes of this announcement.)

DROP-IN CENTER: A physical building that provides runaway, homeless, and street youth the opportunity to leave the street and access services such as showers, hot meals, laundry, e-mail, phone, and case management services. (For purposes of this announcement.)

FOLLOW-UP SERVICES: The act of accessing youth progress after the youth have received safety and resource referrals. (For purposes of this announcement.)

GATEWAY SERVICES: Services to provide food, drink, clothing, and hygiene-related items to meet basic needs and develop trust between a youth and youth outreach worker. (For purposes of this announcement.)

HARM REDUCTION: The provision of basic needs and services (e.g., education, referrals, case management, shelter) that aim to reduce adverse health, social, and economic consequences of high-risk behaviors to include reducing the risk of sexual exploitation and human trafficking, assault, or substance use. (For purposes of this announcement.)

HOMELESS YOUTH: An individual less than 21 years of age, or, in the case of a youth seeking shelter in a center under part A (Section 387(3)(a)) of the RHY Act, less than 18 years of age or is less than a higher maximum age if the State where the center is located has an

applicable State or local law (including a regulation) that permits such higher maximum age in compliance with licensure requirements for child- and youth-serving facilities; and for the purposes of part B (Section 387(a)(ii)(I)(II)) of the RHY Act, not less than 16 years of age and either less than 22 years of age; or not less than 22 years of age, as the expiration of the maximum period of stay permitted under Section 322(a)(2) of the RHY Act if such individual commences such stay before reaching 22 years of age; for whom it is not possible to live in a safe environment with a relative; and who has no other safe alternative living arrangement.(Section 387(3) RHY Act, 42 U.S.C. § 5732a(3))

OUTREACH CONTACT: An outreach contact is an individualized, face-to-face engagement between a runaway, homeless, or street youth and a youth outreach worker or drop-in center staff. Such contact might result in a youth making a choice that will result in harm reduction. (For purposes of this announcement.)

PERMANENT CONNECTIONS: Youth have solid, healthy relationships and connections with family (whether biological or not), friends, mentors, and other significant people to whom they can turn in good times and bad. (For purposes of this announcement.)

REINTEGRATION SERVICES: The connection of youth with services to promote their long-term well-being and self-sufficiency, including resource plans and case management services for substance abuse, mental health, education, community connections, employment, transportation, income security, identity papers, and housing. (For purposes of this announcement.)

RESOURCE PLAN: Plans usable by youth that may include, but are not limited to, knowing where to call for resources or help, support for dealing with family conflict or emotional stress and education, information or referral to community resources such as substance abuse counseling, education, employment, and housing. (For purposes of this announcement.)

RUNAWAY YOUTH: An individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. (Section 387(4) of the RHY Act, 42 U.S.C. § 5732a(4))

SAFETY PLAN: Plans usable by youth that may include, but are not limited to, knowing a trusted adult to call in an emergency, learning how to recognize and avoid unsafe situations and people, and avoiding maladaptive coping mechanisms, including risky sexual behavior or criminal behavior. (For purposes of this announcement.)

SHELTER OR STABLE HOUSING: Includes a fully licensed homeless shelter or host homes or a stable housing situation.(For purposes of this announcement.)

STREET-BASED SERVICES: Services provided to runaway, homeless, and street youth in areas where they congregate, designed to assist those youth in making healthy personal choices regarding where they live and how they behave. (Section 387(5) of the RHY Act, 42 U.S.C. §5732a(5))

STREET YOUTH: An individual who is a runaway youth or indefinitely or intermittently a homeless youth, and spends a significant amount of time on the street or in other areas that increase the risk to such youth for sexual abuse, sexual exploitation, prostitution, or drug abuse. (Section 387(6) of the RHY Act, 42 U.S.C. § 5732a(6))

PROJECT FRAMEWORK

Projects should operate with a framework of positive youth development, trauma-informed care, and evidence-informed practices. Projects should foster social support and help youth reframe traumatic events while building a sense of resilience. Projects should seek to replace youths' maladaptive coping mechanisms with new skills while connecting them with caring adults and resources able to strengthen protective factors and improve life trajectory. The SOP projects framework should include:

I. Social Support and Relationship Capacity Building: Program models must include strategies for helping youth build protective factors such as positive connections with schools, employment, health care, legal services, and caring adults. Projects must also have a strategy for reducing risk factors such as substance use, unprotected sex, and emotional distress. It is essential that strategies are trauma-informed in all aspects of how they approach and support young people to facilitate healing.

- *Positive Youth Development (PYD)* is a strengths-based approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive. PYD enhances youths strengths and promotes positive outcomes for young people by encouraging skill development, a sense of belonging, leadership strengths, and opportunities to exercise decision-making, connection with caring adults and other positive relationships, connection to school and/or employment, and other skills that promote positive outcomes for young people.
- *Trauma-Informed Care* is an intervention that recognizes youth in care have often suffered childhood trauma and the consequent trauma of life on the street and require services designed to prevent re-traumatization; services that respond to behavioral problems as maladaptive coping mechanisms and help a youth reframe their life narrative from one of victim to resilient survivor by creating a low-anxiety atmosphere characterized by high levels of trust.
- *Evidenced informed practices* is an approach that brings together the best available research, professional expertise, and input from youth and families to identify and deliver service interventions that have been evaluated or demonstrated to achieve positive outcomes for youth, families, and communities.

II. Cultural Sensitivity and Protection from Harassment: Runaway, homeless, and street youth include, but are not limited to, youth with limited English proficiency, youth from diverse cultures, and lesbian, gay, bisexual, transgender and/or questioning youth (LGBTQ). It is imperative that programs operate in a manner that encourages a sense of inclusion, relevance, and respect across this broad spectrum; projecting a safe and non-traumatizing atmosphere. Projects must be able to understand and skillfully engage each subpopulation. Additionally, grantees and any partners should have policies and procedures prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, disability, and national origin. Procedures should be in place to address monitoring harassment claims, addressing them seriously, and documenting their corrective action.

PROJECT REQUIREMENTS

Comprehensive Street Youth Centered Service Model

Projects must adhere to a *Comprehensive Youth Services Model*. The comprehensive youth services model suggests a holistic service approach as a promising practice when addressing the unique needs of runaway and homeless youth and young adults. Components of the comprehensive youth services model include:

Outreach: Projects must conduct continuous, intense individualized engagement with runaway, homeless, and street youth who are indefinitely or intermittently on the streets or spending significant time on the street, increasing the chance of becoming victims of sexual exploitation or human trafficking. Because of the nature of the interaction with youth, it is required that projects ensure that all staff, paid or volunteer and contractors, who are in contact with youth, has a criminal background and child abuse registry checks and periodic evaluations. In addition, projects must have an outreach implementation strategy to include:

- **Street Outreach Plan:** Projects must have a plan that outlines where staff will conduct individualized, face-to-face outreach to youth in places where they congregate on the streets for certain hours, with a defined frequency of visits, routes, and locations, using such techniques as branding, carrying basic need packs, employing street outreach workers, and developing street-based safety protocols. This includes protocols and strategies to respond to youth who are victims of human trafficking and sexual exploitation.
- **Public Outreach Awareness:** Projects must have a plan that inform the community about street outreach projects through social media, public service announcements, collaboration with other youth serving organizations and other stakeholders.

Gateway services: Project outreach staff must provide food, drink, referrals to shelter, clothing, transportation, and hygiene to prevent malnutrition and ill health while building trust with youth they encounter on the street. Project outreach staff is also expected to build a rapport to identify youth who are at-risk or victims of sexual exploitation and human trafficking.

Assessment: Projects must implement standardized methods used to assess each youths situation at program entry, such as immediate needs, physical, mental, and behavioral health, connection to family, safety, access to resources, issues of neglect or abuse, and other risk and protective factors impacting well-being and self-sufficiency. Assessments must be individualized, returning first time runaway youth to low-risk families while prioritizing street acculturated youth for rapid sheltering. Assessment tools must also be able to address the unique needs of subpopulations of runaway and homeless youth such as, but not limited to; 1) youth who are pregnant or parenting; 2) youth running from a foster care setting; 3) sexually exploited or trafficked youth; 4) youth in need of substance abuse or mental health services; and 5) youth who self-identify as LGBTQ youth.

Harm reduction: Projects must educate and engage youth on the street with regard to safety plans and the means to reduce risk of sexual exploitation, human trafficking, sexual assault, or any other harm associated with street life.

Access to emergency shelter: Projects must guarantee runaway, homeless, and street youth access to emergency shelter or safe and stable housing on a 24-hours-a-day basis. The shelter

services must have a vacancy for referred youth and must be licensed, supervised, and age appropriate with an atmosphere youth will trust. Transportation to the shelter should be available as needed and barriers to entry should be low enough that it is easily accessible by youth. If shelter is provided through referral, project staff must have a signed agreement with the organization guaranteeing that street outreach staff can enter the shelter 24 hours a day to access clients in residence. Safety housing for youth victims of trafficking should be carefully addressed when identifying emergency shelters.

Crisis stabilization: Projects must provide intensive case management and follow-up services to assure that youth receive assistance with emotional and behavioral health challenges while developing a plan for permanency.

Continuum Service Linkages: Projects must coordinate with others, such as government, nonprofits, other outreach teams, referral providers, and service providers to ensure the ability to serve the homeless youth population. Service linkages must include, but not limited to:

- Health (Medical/Dental)
- Mental health/emotional support
- Substance abuse treatment
- Schools
- Employment services
- Sexual assault services
- Housing
- Legal Services

Aftercare: Projects must provide up to 3 months of aftercare planning and access to services.

Follow-up: Projects must provide follow-up care to youth, to include, but not limited to care visit, calls, and any form of open and active communication.

Drop-In-Center (optional services): If projects propose this service, a physical building must be accessible to access services such as showers, hot meals, laundry, e-mail, phone, and case management services.

Program Performance Measures:

The chart below illustrates the program performance measures objectives and the intended performance indicators. Grantees must collect data that addresses the performance measures objectives and provide measurable indicators that will provide promising practices to improve program performance for better service delivery and implementation strategies. See *Section VI.3 Reporting*.

Objective	Performance Indicators
Determine efficiency of federal funds in outreach to runaway, homeless, and street youth	Number of unduplicated youth contacted through outreach workers' efforts.

Determine impact of gateway services and the provision of basic needs	Number of unduplicated youth and number of times provided gateway services, such as providing food, clothing, hygiene, and other supplies to meet basic needs and build trust with outreach workers.
Determine impact of harm reduction by minimizing the risk of sexual exploitation, trafficking, abuse, assault, or substance use	Number of youth provided safety plans, behavioral health referrals/services, support to reduce likelihood of sexual exploitation, trafficking, or assault.
Determine outcomes of access to safe housing/shelter	Number and percentage of runaway, homeless, or street youth contacts that resulted in a youth entering shelter or safe and stable housing within 72 hours.
Determine outcomes of crisis stabilization services	Number of unduplicated youth provided assessment, intensive case management, and follow-up services to address emotional and behavioral needs while establishing permanency plans.
Determine impact of continuum service linkages	Number of youth provided resource plans to promote well-being and self-sufficiency through connection with school, employment, transportation, case management, and housing services.

TECHNICAL ASSISTANCE

By signing and submitting the application, SOP grantees agree to receive and participate in technical assistance as recommended by federal staff to ensure quality programming and implementation. Training and technical assistance are free to SOP grantees through the Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC). Services include regionally based technical assistance clinics, training sessions, training of trainers, e-learning, webinars, and an annual grantee conference. Grantees are strongly encouraged to participate in human trafficking trainings and activities offered by RHYTTAC. More information is available at www.rhyttac.net. All grantees must budget annually the costs of sending at least one key staff person to attend the RHY national grantee meeting.

II. Federal Award Information

Funding Instrument Type: Grant
 Estimated Total Funding: \$7,454,335
 Expected Number of Awards: 46
 Award Ceiling: \$200,000 Per Budget Period
 Award Floor: \$90,000 Per Budget Period

Average Projected Award Amount: \$162,051 Per Budget Period

Anticipated Project Start Date: 09/30/2016

Length of Project Periods:

Length of Project Period: 36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Continuation of Project

An initial grant award will be for a 12-month budget period. The award of continuation grants beyond the initial 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the Federal Government.

Please see *Section IV.6 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants include public and non-profit private entities that include states, localities, and coordinated networks of such entities. Per RHY Act Section 351, for-profit organizations are not eligible.

In selecting eligible applicants to receive grants under this FOA, priority will be given to entities that have experience in providing shelter and services to runaway, homeless, or street youth as required by the RHY Act.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with section 383 of the RHY Act. (42 U.S.C. § 5716).

Grantees must provide at least 10 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting \$200,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least \$22,222.00 , which is 10 percent of total approved project cost of \$222,222.00 .

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown**

as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For examples of matching requirements based on specific award amounts, see "Sample Chart of Matching Funding Amounts" announcement below.

Sample Chart of Matching Funding Amounts

Federal Amount	Non-Federal Share	Total Project Cost for 12-month period
\$100,000	\$11,111	\$111,111
\$125,000	\$13,625	\$138,625
\$150,000	\$16,350	\$166,350
\$175,000	\$19,444	\$194,444
\$200,000	\$22,222	\$222,222

Matching Waiver Pursuant to 48 U.S.C. § 1469a(d)

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications**

received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

FYSB Operations Center

c/o F2-Solutions
Attn: Street Outreach Program FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774
Phone: 1-855-792-6551
Email: TechAssist@fysb.net

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the

organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be

scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Project Description - The project description is limited to **70** pages and must include the following in this order: Table of Contents; Abstract; Objectives, Outcomes, and Need for Assistance; Approach; Organizational Profile; and Budget and Budget Justification. Applicants should title each section accordingly.

Appendices - The appendices are limited to **20** pages and must include the following in this order: Organizational Capacity (i.e., organizational charts, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant), Third-Party Agreements, Logic Model, Proof of non-profit status, and Indirect Cost Rate Agreement (if applicable).

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft

Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF’s “Policy for Applicants Experiencing Federal Systems Issues” document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly**

recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format

application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number (Unique Entity Identifier) is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>

<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>

<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.</p>
<p>LGBTQ Accessibility Policy for Discretionary Grants</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>The LGBTQ Accessibility Policy for Discretionary Grants is available in the <i>Appendix</i> section of the FOA and must be included in the “Appendices” file of the application submission.</p>
<p>Mandatory Grant Disclosure</p>	<p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management</p>	<p>Mandatory Disclosures, 45 CFR 75.113</p>

Specialist,
330 C Street, SW.,
Switzer Building,
Corridor 3200,
Washington, DC
20201

And

U.S. Department of
Health and Human
Services,
Office of Inspector
General,
ATTN: Mandatory
Grant Disclosures,
Intake Coordinator,
330 Independence
Avenue, SW., Cohen
Building,
Room 5527,
Washington, DC
20201

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information,

as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Expected Outcomes

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

These outcomes should include the outreach plan and gateway services to meet basic needs, assessment, harm reduction, access to emergency shelter, crisis stabilization, and continuum service linkage that help youth build protective factors and find stable housing. In addition, outcomes related to the reduction of child sexual exploitation and sex trafficking must be included as part of the expected results.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Framework: Discuss how the project will be put into operation under the framework, to include, as described in *Section I. Program Description, PROJECT FRAMEWORK*, but not be limited to:

- Social Support and Relationship Capacity Building
- Positive Youth Development
- Trauma-Informed Care
- Evidence-Informed Practices
- Cultural Sensitivity and Protection from Harassment

Comprehensive Street Youth Centered Service Model: Explain how the project intends to carry out the objectives of the FOA as described in *Section I. Program Description, PROJECT OBJECTIVES*. Thoroughly explain a sound technical approach addressing each of the aspects listed in *Section I. Program Description, PROJECT REQUIREMENTS* that includes:

- Outreach (i.e., street outreach plan and public outreach awareness)
- Gateway services
- Assessment
- Harm reduction
- Access to emergency shelter

- Crisis stabilization
- Continuum service linkages
- Aftercare
- Follow-up
- Drop-In-Center (optional)

Organization experience: Discuss the agency's experience in serving runaway, homeless, and street youth, including experience in the location to be served, awareness of street culture, past success in outreach efforts, providing gateway services, access to emergency shelters, assessment, crisis stabilization, identifying youth victims of sexual exploitation or human trafficking, and continuum service linkages. If the agency is not currently serving runaway, homeless, and street youth, discuss the plan for startup along with milestones for completion within 90 days.

Governance and fiscal controls: Describe the applicant organization's governance structure, fiscal control, and accountability procedures.

Third-party agreements include Memoranda of Understanding and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. See **Third-Party Agreements** in this section.

Staffing plan: Describe how the project will be staffed and supervised in such a way as to ensure the effective purposes, scope, and objectives as outlined. See **Organizational Capacity** in this section.

Staff safety and background checks: Describe safety protocols for outreach workers and drop-in center workers, and provide an explanation of how the project will meet the requirement to ensure that all staff, paid or volunteer, and contractors who are in contact with youth, has criminal background and child abuse registry checks and periodic evaluations. (Note: The background check for all future awards, to include all future non-competing continuations, is subject to change to reflect the requirements of the RHY Rule once it is published.)

Training plan: Describe how the project will ensure that all paid and volunteer workers will be trained within a timeframe on the core competencies necessary to carry out the objectives and activities of the project. This may include, but is not limited to, positive youth development, trauma-informed care, evidence-informed, street outreach intervention, harm reduction, assessment and case management, understanding the diversity and culture of life on the street, safe and ethical practices, and community resources for well-being and self-sufficiency. Additionally, the training plan must describe how the project will increase both staff and volunteer capacity on human trafficking and sexual exploitation.

Confidentiality: If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Performance Indicators: Propose a practical number of unduplicated eligible youth to reach due to outreach efforts and a plan to provide SOP services for such youth.

In addition, applicants must provide a thorough description of how they intend to collect and report quantitative data that address the performance measures objectives on the chart in *Section I. Program Description*, PROJECT REQUIREMENTS, *Program Performance Measures*, and collect data that supports the performance indicators to increase the improved outcomes of the Street Outreach Program.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar

- document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Copy or description of the applicant organization's personnel policies;
- Information on compliance with federal/state/local government standards;

- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard

Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

An applicant lacking computer equipment (hardware) and client software as utilized by their U.S. Department of Housing and Urban Development Continuum of Care (HUD CoC) for Runaway and Homeless Youth Management Information System/Housing Management Information System (RHYMIS/HMIS) reporting must include an estimated cost for such equipment, software, and training in their proposed budget. If the applicant already has such equipment, this fact must be noted. See *Section VI.3. Reporting*, regarding FYSB's requirement for keeping adequate statistical data through RHYMIS.

Applicants must include an estimated cost for the annual Runaway and Homeless Youth Training and Technical Assistance grantee conference and any travel for technical assistance training in their proposed budget. *See the Travel category in this section.*

The applicant must provide an annual operating budget and list the funding sources that will support the SOP.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and

installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget

justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance

at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application

submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant

funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **07/05/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date.

Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372

http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Construction is not an allowable activity under this grant award; however, costs for acquisition and renovation of existing structures are authorized but may not exceed 15 percent of the grant amount awarded. (45 C.F.R. § 1351.15 and § 1351.16)

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. For more information, please reference *Section VI.2., Other Administrative and National Policy Requirements.*

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Submission By Mail

FYSB Operations Center
c/o F2-Solutions
Attn: Street Outreach Program FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Hand Delivery

FYSB Operations Center
c/o F2-Solutions
Attn: Street Outreach Program FOA
1401 Mercantile Lane
Suite 401
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.
For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES, OUTCOMES, AND NEED FOR ASSISTANCE

Maximum Points:20

In reviewing the objectives, outcomes, and need for assistance, reviewers will provide appropriate scores to the extent applicants have successfully:

- 1.1 Provided concrete data that show the extent and scale of youth homelessness, which may include exploitation and trafficking in the target area, and discuss how this demonstrates a more urgent need for an SOP program in this community relative to other communities in the state and larger interstate region.
- 1.2 Identified target areas where street outreach workers can engage with runaway, homeless, and street youth, and presented a detailed strategy to provide services to the projected number of youth the agency intends to serve under the SOP project.
- 1.3 Discussed any previous or current attempts to address the problem of youth homelessness, sexual exploitation, sexual abuse, and human trafficking to include strategies used to serve these youth.
- 1.4 Identified the applicants expected outcomes intended to reduce problems associated with runaway, homeless, and street youth in the community through the services of the SOP.
- 1.5 Demonstrated how the applicant's expected outcomes reduce problems associated with runaway, homeless, and street youth who have been subjected to, or are at risk of being subjected to, sexual abuse, prostitution, sexual exploitation, and human trafficking.
- 1.6 Illustrated a well thought-out strategy to work with other community organizations that also provide services to homeless youth population and youth victims of sexual exploitation and sex trafficking to coordinate community-wide outreach marketing efforts.
- 1.7 Developed a descriptive and rational logic model that conveys the relationship between the program requirements, the proposed activities, and the end result of the project.
- 1.8 Proposed a practical number of unduplicated eligible youth to be contacted as a result of outreach and explained a reasonable plan to provide SOP services to eligible youth.

APPROACH

Maximum Points:40

In reviewing the approach, reviewers will provide appropriate scores to the extent applicants have successfully addressed the program objectives:

I. Conduct outreach and identify and provide services to runaway, homeless, and street youth: (0-15pts.)

- 2.1 Detailed a promising outreach strategy plan to include public awareness for community engagement and a street outreach plan that must include where staff will connect with youth on the street, the number of hours, routes, locations, etc.
- 2.2 Discuss how a staffed 24/7 telephone number will be made available for youth choosing to access shelter services. Provide the address of the physical site where shelter services can be delivered.

2.3 Described, if applicable to the proposal, a practical plan to provide drop-in center services suitable to the needs of runaway, homeless, and street youth.

2.4 Developed an effective safety engagement protocol for outreach workers and if applicable, drop-in center workers providing services under the SOP project. This protocol should include how to identify and provide services to youth who are victims of sexual exploitation and human trafficking.

2.5 Discussed the proposed screening and assessment tools to use to effectively gather information during the intake process to assess each youth's situation and determine service prioritization. Provided details on how the screening and assessment tools will allow the project to identify youth victims of sexual exploitation and human trafficking.

2.6 Created a detailed plan to educate and engage youth on the street and establish individualized harm reduction safety plans.

II. Establish and/or strengthen the integration of comprehensive services to address the needs of the homeless youth population: (0-15pts.)

2.7 Explained a reasonable strategy to provide gateway services to runaway, homeless, and street youth.

2.8 Outlined a clear and acceptable project plan that includes the successful coordination of intensive and comprehensive case management for youth and a clear strategy for helping youth establish permanency.

2.9 Detailed procedures to effectively provide follow-up/aftercare services to youth who receive shelter services.

2.10 Provided a detailed approach that guarantees runaway, homeless, and street youth effective access to emergency shelter or safe housing 24 hours a day.

III. Provide preventive services that implement protective factors. (0-10pts.)

2.11 Listed service providers, the approach to coordinate services, and how the working relationships will enhance the services the homeless youth population will receive to support the SOP project.

2.12 Included a sound, positive youth development approach, trauma-informed care intervention, and an evidence-informed approach in the proposed SOP project that promotes social and emotional well-being of service delivery.

2.13 Demonstrated an understanding of the need to provide inclusive culturally competent services to runaway, homeless, and street youth, and explained procedures to prevent harassment of any kind.

2.14 Illustrated a plan for continuous quality improvement that reflects a clear understanding of the required performance evaluation plan.

ORGANIZATIONAL PROFILE

Maximum Points:30

In reviewing the organizational capacity, reviewers will provide appropriate scores to the extent applicants have successfully:

3.1 Provided supporting evidence that illustrated successful years of experience in serving and positively impacting runaway, homeless, and street youth, or having a viable startup plan.

3.2 Outlined the organizations governance structure, fiscal control, and accountability procedures that prove the organization is capable of managing the program.

3.3 Described any signed contracts or third-party agreements and the methods of monitoring the scope of work as appropriate for essential SOP services including assessment, case management, shelter, and service linkages.

3.4 Demonstrated a viable staffing plan of key individuals responsible for project outcomes. This includes an organizational chart, resumes, position descriptions (educational and professional experience), staff supervision, and evaluation plans for positions that will be funded by the grant.

3.5 Describe their comprehensive procedures to meet the requirement that they must conduct criminal background and child abuse registry checks for paid and volunteer staff and contractors to ensure the safety and well-being of youth receiving services.

3.6 Developed a timeframe for implementing training on core competencies necessary to the objectives of the project, such as positive youth development, trauma-informed care, evidence-informed practices, street outreach, prevention intervention, human trafficking, sexual exploitation, harm reduction, assessment case management, and worker safety.

3.7 Described a viable plan for project sustainability at the end of federal funding.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points:10

In reviewing the budget and budget justification, reviewers will provide appropriate scores to the extent applicants have successfully:

4.1 Outlined a clear line-item budget for the federal and non-federal share of project costs and demonstrated how cost estimates were derived.

4.2 Established a narrative budget justification that shows how the funds requested are reasonable, necessary, and essential to accomplish the scope of services.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8.

As required by the RHY Act, priority for funding shall be given to public and private entities with experience in providing services to runaway, homeless, or street youth. Eligible applicants will be assessed on how well they sufficiently demonstrated and substantiated that they have experience in providing services to runaway, homeless, or street youth. Applicants should refer to *Section IV.2 The Project Description, Approach, Organization experience*.

While current SOP grantees are eligible to receive an additional SOP award, it is FYSB's preference to not award new grants to current SOP grantees (including their subgrantees) that have one or two years remaining in their project periods. It is also FYSB's preference to award one grant to one organization providing services in a defined service area or community. FYSB will make more than one award in a defined services area or community

only when there are compelling circumstances to do so.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions.*

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

Program Administration Requirements

Applicants are advised that statutory requirements applicable to grants under this FOA can be found in the Runaway and Homeless Youth Act, 42 U.S.C. §§ 5701-5752.

Applicants are further advised that regulations implementing certain requirements of the RHY Act can be found at 45 CFR Part 1351.

Distribution of Sterile Needles or Syringes

Applicants are advised that no grant funds may be used for any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug. Prospective grantees are advised that entities receiving SOP grant funds and operating a program to distribute sterile needles or syringes for hypodermic injections of illegal drugs must account for all funds used for such programs separately from any expenditure of SOP grant funds (42 U.S.C. § 5752).

Confidentiality

Grantees shall keep adequate statistical records profiling the youth and family members whom it serves (including youth who are not referred to out-of-home shelter services), except that records maintained on individual RHY shall not be disclosed without the consent of the individual youth and parent or legal guardian to anyone other than another agency compiling statistical records, or a government agency involved in the disposition of criminal charges against an individual runaway or homeless youth, and reports or other documents based on such statistical records shall not disclose the identity of individual runaway or homeless youth. Moreover, section 384 of the RHY Act requires that records containing the identity of individual youth pursuant to this Act under no circumstances be disclosed or transferred to any individual or to any public or private agency.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at

<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Runaway and Homeless Youth Data Collection Requirements

Grantees are legislatively required to keep adequate statistical records profiling the youth and families assisted under this federal grant. Historically, RHYMIS has served as the designated data collection system, enabling grantees to collect and transmit youth-level data to FYSB on a semi-annual basis. RHYMIS data collection measures are approved under OMB control

number 0970-0123, which expires December 31, 2016.

As an integral part of the *Opening Doors: Strategic Plan to End Homelessness*, FYSB has worked closely with the U.S. Interagency Council on Homelessness and the U.S. Department of Housing and Urban Development (HUD) to create a framework for ending homelessness among unaccompanied youth in 2020. Among the many strategies included in the framework, FYSB has committed to improving the quality and accessibility of data about youth experiencing homelessness. In an effort to better address human trafficking incidents among runaway and homeless youth, FYSB included questions related to labor and sex trafficking to RHYMIS.

FYSB, HUD, and other federal agencies serving homeless populations have integrated RHYMIS with HUD's Homeless Management Information System (HMIS). During the funding period of this grant, it is a requirement that youth-level data will be collected through the RHYMIS/HMIS administered in partnership with HUD. This integration is intended to minimize the data collection burden on grantees and to strengthen the federal capacity to share data on homelessness. Also, transmittal of youth-level data to FYSB will continue to be on a semi-annual basis.

Grantees are required to join with the local Continuum of Care (CoC) in their area to work with other homeless service providers on data collection efforts, technical assistance provision, and to participate in service delivery coordination. RHY grantees may use FYSB grant funds to cover charges associated with CoC training and access to the new RHYMIS/HMIS software.

An applicant lacking the computer equipment (hardware), software, and training for data collection must include an estimated cost for such equipment in their proposed budget. If the applicant already has such equipment, please be aware of what constitutes an allowable expense.

FYSB has put in place a communications strategy to keep grantees informed of the process and will work in collaboration with grantees to identify training needs pertaining to any new developments in data collection and system requirements. Upon award, grantees must be prepared to assign two points of contact regarding RHYMIS/HMIS data entry. This will assist FYSB in creating and maintaining a formal communications link for sharing important updates and system developments.

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Oluwatoyin Akintoye
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau, Headquarters
330 C Street SW
Switzer Building, Third Floor, Room 3618c
Washington, DC 20201

Phone: (202) 205-7745

Email: Oluwatoyin.Akintoye@acf.hhs.gov

Office of Grants Management Contact

Katrina Morgan

Administration for Children and Families

Office of Grants Management

330 C Street, SW

Switzer Building, Third Floor, Room 3204

Washington, DC 20201

Phone: (202) 401-5127

Email: acfogme-grants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www.grants.gov/web/grants/accessibility-compliance.html>

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Family and Youth Services Bureau - <http://www.acf.hhs.gov/programs/fysb>.

The National Clearinghouse on Families and Youth - <http://ncfy.acf.hhs.gov/>.

Runaway and Homeless Youth Training and Technical Assistance Centers - <http://www.rhyttac.net>.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>LGBTQ Accessibility Policy for Discretionary Grants</p>	<p>Referenced in the table <i>Section IV.2. Required Forms, Assurances and Certifications</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	<p>using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
<p>SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

	along with the SF-424 and SF-P/PSL.	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application package or prior to the award of a grant.
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

	<p>.html</p> <p>by using the link to "SF-424 Family."</p>	
Letters of Support	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>

<p>Third-Party Agreements (also, MOUs and Consortia Agreements)</p>	<p>Referenced in <i>Section IV.2. Project Description</i>.</p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4</i>. If not available at the time of application submission, due by the time of award.</p>
<p>Table of Contents</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. The Project Summary/Abstract is limited to one single-spaced page.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Logic Model</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>

Project Sustainability Plan	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Protection of Sensitive and/or Confidential Information	Referenced in <i>Section IV.2</i> of the announcement under Project Description.	Submission is due by the application due date.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in <i>Section IV.5. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .

	State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	
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Appendix

Appendix A ASSURANCES

Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Accessibility Policy

Street Outreach Program

HHS-2016-ACF-ACYF-YO-1124

All applicants submitting an application under this funding opportunity announcement must sign and submit the following LGBTQ Accessibility Policy with their application package. Print the document. The Assurances, Certifications, this policy, and other policy documents must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at www.Grants.gov. See Section IV.2. Formatting for more information on submission of this document.

As the Authorized Organizational Representative (AOR) signing this application on behalf of
[Insert full, formal name of applicant organization]

I hereby attest and certify that:

The needs of LGBTQ individuals are taken into consideration in applicants program design. The applicant(s) must consider how their program will be inclusive of and non-stigmatizing toward such participants. If not already in place, the applicant(s) and, if applicable, sub-awardee(s)/subcontractor(s) should establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. The submission of an application for this funding opportunity reflects that the applicant(s) has/have or will have such policies in place prior to receiving the award. Award recipients should ensure that all staff members are trained to prevent and respond to harassment or bullying in all forms. Funded programs should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. Additionally, any sub-awardees or subcontractors are required to:

- Have in place or will have in place, within 30 days of award of the subgrant/subcontract, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;

- Enforce these policies;
- Ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and;
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: